



UPEI Elder and Knowledge Keeper Honorarium Guidelines (December 2022)

Purpose:

These guidelines are to support monetary gifts to Elders and Knowledge Keepers as an honorarium for engagements such as cultural advising and knowledge sharing, ceremonies, and territorial acknowledgements, etc. Monetary gifts are given in recognition of a person's respected cultural contributions, and to highlight the value of their unique and sacred knowledge. These guidelines do not apply to payment for a service. Payments for service would follow the University standard fee-for service process which can be found here. (<https://www.upei.ca/office-vice-president-administration-and-finance/contracts-and-insurance>)

The honorarium payment is a "token of appreciation " meaning a nominal, infrequent, informal gift less than \$500. If the cumulative annual total of all honorariums received by an individual from UPEI is larger than \$500, the Canada Revenue Agency (CRA) requires UPEI to remit T4A tax forms which include the Canadian resident's social insurance number (SIN). If the cumulative amount is less than \$500 annually, it is not taxable and thus does not require a SIN/T4A. However, UPEI is required to track these payments and will ask for the information even if the payment amount is under \$500.

It can be considered inappropriate to request our Elders and Knowledge Keepers, who have received a monetary gift, to provide SIN numbers or their date of birth, even if it is a CRA requirement. Given these factors, adhering to the CRA requirements could cause tension and potentially cause harm to Elders and Knowledge Keepers. However, if UPEI includes a request for an individual's SIN in the documentation process, and the individual declines to provide it, UPEI has done its due diligence in meeting this CRA requirement.

Payment Process:

UPEI has developed a user-friendly form to request an honorarium for an Elder and Knowledge Keeper (see below). This form is to be filled out by the **requesting UPEI department**, not the Elder or Knowledge Keeper receiving the gift. This form identifies key information such as:

- individual to be paid
- event information including the date the payment is required
- options for payment
- if the individual is an employee (payment must be processed by Human Resources)
- request for SIN (CRA requirement, allows options to not provide)

- approvals

To request an honorarium for an Elder and Knowledge Keeper, complete the **Elder and Knowledge Keeper - Honorarium Form** (attached on next page). Please allow 7 business days for processing.

Request for Payment:

- Create a “Request a Payment” through the MyUPEI portal.
- Scan the completed and signed ***Elder and Knowledge Keeper – Honorarium Form*** to invoices@upei.ca. In the subject line please name the documents as follows:
 - MM.DD.YY Name of recipient IND V#####
 - *(MM.DD.YY is the date of the request, IND is the indication that this is an Indigenous Honorarium payment request, V##### is the voucher number generated by you when completing a “Request a Payment” in myUPEI).*
- You will be notified by Financial Services once the cheque is ready for pick up. Cheques not selected for pick up will be send through postal mail.

Questions:

Please contact Accounts Payable at 902-566-6000 or email apadmin@upei.ca



Elder and Knowledge Keeper Honorary Form

To be completed and submitted by requesting UPEI department

Recipient Information

Voucher # _____

Section 1	First Name	Last Name	
	Mailing address		
	City	Province	
	Postal Code	Phone Number	
	Email	Is the recipient willing to provide your Social Insurance Number (SIN) to UPEI? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	SIN		

Event/Activity Information

Section 2	Name of Event/Activity	Event Date	Department Responsible for Event
	Departmental Contact		Payment Amount \$
	<i>Tokens of appreciation, honorariums and payments for services are taxable unless they take place on reserve and the recipient has legal "Indian Status". If the total taxable amount paid by UPEI in a year exceeds \$500, UPEI is required by the Canada Revenue Agency (CRA) to issue a T4A slip.</i>		

Payment Details

Section 3	Choose one of the following options: Pick up Cheque <input type="checkbox"/> Mail Cheque <input type="checkbox"/>	
	Payment Date Required:	
	<i>Note: In order to accommodate this request, ensure this payment request is received at least 7 business days prior to the event. If the recipient is currently set up for Direct Deposit, payment will automatically happen through this method if "cheque" is selected.</i>	

Signatures

Section 4	Account Authority	Date
	<i>Note: The individual picking up the cheque must be a spending authority.</i>	

Protection of Privacy - The personal information requested on this form is collected under the authority of Section 31(c) of the PEI Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. It will be used for the purpose of administering Indigenous Partner Honorariums. Direct any questions about this collection Financial Services, University of Prince Edward Island, 550 University Avenue, Charlottetown PE C1A 4P3 (902)566-6000.

For Office Use Only

Manager Signature	Date
-------------------	------